

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

PROPOSED WORK PROGRAM

FISCAL YEAR 2011-2012

April 25, 2011

1. APPLICATION PROCESSING FUNCTIONS		
TASK	STATUS	COMMENTS
<p>Process applications for boundary changes in a responsive, professional and efficient manner.</p> <p>(A partial list of potential boundary change proposals that have been discussed with local government agencies is attached to this Work Program. Does not include active, current proposals. See Table 1.)</p>	ONGOING	Priority fast-tracking is given to applications for economic development, public health and safety, or other urgent needs.
Provide Commission with legally defensible recommendations and alternatives, and alert to litigation risks, liabilities and alternatives associated with potential actions.	ONGOING	No active litigation.

2. SPECIAL STUDIES		
TASK	STATUS	COMMENTS
<p>Initiate and/or Complete Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> • Phase One: Fire Services and Emergency Medical Services; • Phase Two: Water, Wastewater, and Solid Waste Districts; • Phase Three: Dependent County Service Areas (Streets, Highways, Drainage, Landscaping, etc.), and • Phase Four: Recreation & Park Services and Cemetery Services. 	<p>Complete Phase One by Fall 2011. Begin Phase Two in July and Complete in early 2012. Begin Phase Three in early 2012 and complete in mid-2012. Begin Phase Four in mid-2012 and complete in late 2012.</p>	Phase One (Cities) was completed in January 2011.
As needed, update the LAFCO map inventory and publish maps on the LAFCO web site.	ONGOING	
As needed, develop and update local policies, procedures, applications, and flowcharts for Spheres of Influence, annexations, reorganizations, and the creation of cities and districts.	ONGOING	

3. GOVERNMENT AND COMMUNITY RELATIONS		
TASK	STATUS	COMMENTS
Initiate informal meetings to discuss budget and policy issues with Cities, Special Districts, and County, as appropriate.	ONGOING	
Attend meetings of the Special Districts Association and the Special Districts General Managers' Group (quarterly).	ONGOING	
Attend meetings as requested by the City Managers Group and City Mayors Association.	ONGOING	
Attend meetings as requested by the County of Monterey.	ONGOING	
Provide early notice to County, Cities, and Special Districts of issues that may affect them, and opportunities to participate in the LAFCO process.	ONGOING	
Post public information on the LAFCO website and review website layout, graphics, and content for ease of public use.	ONGOING	
Encourage and provide early LAFCO participation in Sphere of Influence updates, General Plan updates, city-county-district dialogues, and environmental review activities that affect government boundaries & services.	ONGOING	
Participate in regional activities for which LAFCO has indirect or direct responsibilities, such as ensuring the consideration of Spheres of Influence in the development of the AMBAG Sustainable Communities Strategy, as required by State law.	IN PROGRESS	
Participate in community educational opportunities to promote understanding and dialogue with various sectors of the Monterey County economy.	ONGOING	
Work with the Fort Ord Reuse Authority (FORA) in the analysis of dissolution alternatives for presentation to the FORA Board and the Formation Commission, consistent with the 2014 "sunset" requirements of the FORA Act.	IN PROGRESS	Initial meeting has been held with FORA to discuss steps and timing.
Represent the interests of Monterey LAFCO in statewide issues by providing Staff Officer assistance to California Association of Local Agency Formation Commissions (CALAFCO) through December 2011.	IN PROGRESS	
Develop and implement plans to host Annual CALAFCO Conference in Monterey on October 2 - 5, 2012.	IN PROGRESS	Monterey LAFCO will work cooperatively with CALAFCO staff, a Host Committee, and a Program Committee which will include staff from other LAFCOs.

4. COMMISSION AND COMMITTEE FUNCTIONS		
TASK	STATUS	COMMENTS
Provide support to ten regularly-scheduled Commission meetings, special meetings as needed, and Committee meetings, including the provision of public notices, agenda packets, web meeting broadcasts, and minutes.	ONGOING	
Hold monthly agenda review sessions with Chair and Vice-Chair.	ONGOING	
Conduct new Commissioner orientations, as needed.	ONGOING	
Continue to participate in the CALAFCO legislative process to ensure that local interests are coordinated with policies and activities of the statewide organization. Continue to monitor state legislation. Continue to provide feedback to legislators and CALAFCO as needed. Continue to update local policies and procedures for consistency with approved legislation.	ONGOING	
Provide Commission with regular update of laws, policies, and procedures.	ONGOING	

5. ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT		
TASK	STATUS	COMMENTS
Maintain the LAFCO project tracking system.	ONGOING	
Maintain the staff time keeping, cost tracking, and invoicing systems for applications.	ONGOING	
Review LAFCO Human Resources Policies and Procedures.	IN PROGRESS	
Identify and support staff training needs and opportunities, including professional certification, technical training, and ethics/harassment compliance.	ONGOING	

6. FINANCIAL MANAGEMENT		
TASK	STATUS	COMMENTS
Review and update the project fee schedule and hourly staffing rates, as needed.	ONGOING	
Continue to review existing financial policies and procedures, and prepare new financial policies and procedures as necessary.	ONGOING	
Continue to coordinate with County Auditor on the process of obtaining annual local agency contributions to LAFCO.	ONGOING	
Complete audit for Fiscal Year 2010-2011.	Start August 2011. Complete by December 2011.	
Conduct periodic review of Benefits, Services and Supplies with the goal of continuing to minimize costs.	ONGOING	
Use a three-year financial forecast as a tool to project upcoming needs and to provide the resources to meet these needs.	Developed for initial review in March 2011.	Continue development and implement as a planning exercise in FY 2011-2012.

Table:1 Partial List of Potential Local Agency Applications

LOCAL AGENCY	POTENTIAL APPLICATION
Aromas County Water District	Oak Ridge / Via del Sol Sphere of Influence Amendment and Annexation
Carmel Highlands Fire Protection District	Comprehensive Sphere Amendment and Annexation
Carmel Valley County Sanitation District	Dissolution
Castroville Community Services District	Sphere Amendment (County Redevelopment Area)
Cities of Del Rey Oaks, Monterey, and Seaside	Minor Adjustments to Spheres of Influence and City Boundaries
City of Gonzales	Comprehensive Sphere Amendment
City of Greenfield	Sundance Annexation (Northwest of City)
	Villages Annexation (West of City)
City of King City	Comprehensive Sphere of Influence Amendment
City of Salinas	Fresh Express Sphere Amendment and Annexation
City of Soledad	Comprehensive Sphere of Influence Amendment
	Miravale IIB Sphere Amendment and Annexation
	Miravale III Sphere Amendment and Annexation
	Out-of-Area Service Agreement to Provide Sewer Service to Camphora Farm Labor Housing Development
	US 101 / Front Street Interchange Sphere of Influence Amendment & Annexation
Cypress Fire Protection District	Comprehensive Sphere Amendment and Annexation
Marina Coast Water District	220-Acre Armstrong Ranch Annexation (to facilitate water supply infrastructure)
	Sphere of Influence Amendment and Annexation for the Ord Community
Mission Soledad Fire Protection District	Sphere of Influence Amendment and Annexation
Pajaro County Sanitation District	Alvaro Gonzales Sphere Amendment and Annexation
	Merger with Pajaro/Sunny Mesa Community Services District (under discussion with County)
Pajaro/Sunny Mesa Community Services District	Various Sphere of Influence Amendments, Annexations, and/or Out-of Area Service Agreements
South Monterey County Fire Protection District	Sphere of Influence Amendment and Annexation
Potential Water District Reorganization	Proposed citizens' petition/application for the formation of a County Water District and Dissolution of the Monterey Peninsula Water Management District